

U.S. EPA Brownfields Grant Quarterly Progress Report

Grantee: *(insert your name, organization, mailing address and contact information, in case there are questions)*

Type of EPA Grant and Grant Number: *(indicate Assessment, Cleanup or RLF grant; the grant number is shown on the top of your grant assistance agreement paperwork)*

Reporting Period: *(the federal fiscal quarter covered by this report)*

Date Submitted: *(reports are due to EPA within 30 days of the close of each Federal fiscal quarter)*

Submitted To:

(insert name of EPA Brownfields project officer)

U.S. Environmental Protection Agency, Region III

1650 Arch Street (3HS51)

Philadelphia, PA 19103-2029

(insert phone number and email of EPA Brownfields project officer)

Quarterly Summary: *(provide an overview of the activities undertaken during the quarter for each of the tasks outlined in your workplan, including information on: accomplishments, delays or changes to your project workplan, schedule or budget, and site-specific products completed [QAPP, technical reports, etc.]*)

***Outputs and Outcomes:** *(report your progress toward meeting the Outputs and Outcomes as described in your workplan, either in table format or as a narrative)* *This section applies only to grants awarded in 2006 and after

Attachments: *(list any attachments included with this report [news clippings, site photos, meeting notes, etc.]; a Property Profile must be submitted for each property at which activity has been undertaken using EPA grant funds, and must be updated quarterly as needed)*

Budget Narrative: *(Provide details on the amount and purpose of funds you expended in the current quarter)*

Budget Table: *(complete the table below – or provide an Excel or similar spreadsheet - to indicate expenses from this quarter and cumulatively; note that hazardous and petroleum budgets must be reported in separate tables)*

Budget for Hazardous Substances (if applicable)

Expense	Approved EPA	Approved Share	EPA Expenses this quarter	Share Expenses this quarter*	EPA Expenses Cumulative	Share Expenses Cumulative*	Balance EPA	Balance Share*
Category	Budget	Budget*						
Personnel								
Fringe								
Travel								
Equipment								
Supplies								
Contractual								
Other								
Total								

Notes:

*if applicable (cost share requirements apply to Cleanup and RLF grants)

Budget for Petroleum (if applicable)

Expense	Approved EPA	Approved Share	EPA Expenses this quarter	Share Expenses this quarter*	EPA Expenses Cumulative	Share Expenses Cumulative*	Balance EPA	Balance Share*
Category	Budget	Budget*						
Personnel								
Fringe								
Travel								
Equipment								
Supplies								
Contractual								
Other								
Total								

Notes:

*if applicable (cost share requirements apply to all Cleanup and RLF grants)